



HUMAN RESOURCES

421 East Dunklin Street, P.O. Box 510
Jefferson City, MO 65102-0510
Phone: 573-751-3588
Fax: 573-751-3668
www.labor.mo.gov

MICHAEL L. PARSON
GOVERNOR

ANNA S. HUI
DEPARTMENT DIRECTOR

Summary of Benefits

Videographer / Multimedia Specialist
Director's Office / Communications
421 E Dunklin Street, Jefferson City, MO 65102
Salary: \$35,308 or commensurate with experience
Posting Dates: Open Until Filled

The Missouri Department of Labor is looking for a motivated and innovative videographer/multimedia specialist with a proactive, can-do attitude, and solid time and project management skills to support their internal and external communications. The right candidate will direct, design, shoot, edit and develop motion graphics for video projects as well as footage. As a member of the Communications Team, this specialist will be responsible for directing, recording, post-production and file management of all video and animation production, photography and audio production.

Key Responsibilities:

- Coordinate, design, shoot and edit the production of promotional videos, webinars, webcasts and audio recordings for DOLIR's outreach, conferences, trainings and special events.
- In coordination with the Graphics Specialist and Communications Manager, manage all multimedia projects from start to finish – outline a project, script, and storyboard, capture and edit high quality video and audio, and produce final product according to deadlines.
- Incorporate feedback from multiple stakeholders and deliver a final product that accomplishes all parties' interests. Upload and organize files to video hosting sites and track and report analytics.
- Manage inventory. Checkout, maintain and set-up projectors, cameras, lights and other audio-visual equipment for internal and external use.
- Collaborate with Communications Team in creating video campaigns to enhance awareness and understanding through websites, digital advertising and social media channels.

Qualifications, Key Skills, and Knowledge:

- A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Cinematography and Video Production, Radio and Television Production, Mass Communications, Journalism, or a closely related field; AND, two or more years of professional or technical experience in video production or a closely related area.
- If you enjoy researching current tips and trends in design via websites such as Behance and Dribble to maintain a fresh look and you have experience in graphic design especially adhering to a brand identity and producing graphics in Illustrator and Photoshop, that's a plus.
- Strong camera skills with a thorough understanding of storytelling and the technical details that make average camera work awesome and editing skills that demonstrate solid technical prowess with a creative approach.
- Must be fluent in full Adobe Creative Suite, especially After Effects, Premiere Pro, Illustrator and Photoshop and have a working knowledge of audio, especially recording and editing voiceovers for videos as well as photography and photo editing in Photoshop and Lightroom.

To Apply: Visit mocareers.mo.gov